

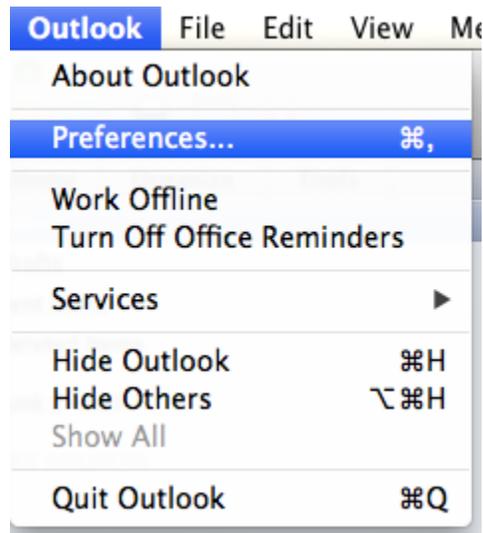
Removing Zimbra and Adding Exchange to Outlook 2011 for Mac

UPDATED 06/12/2013

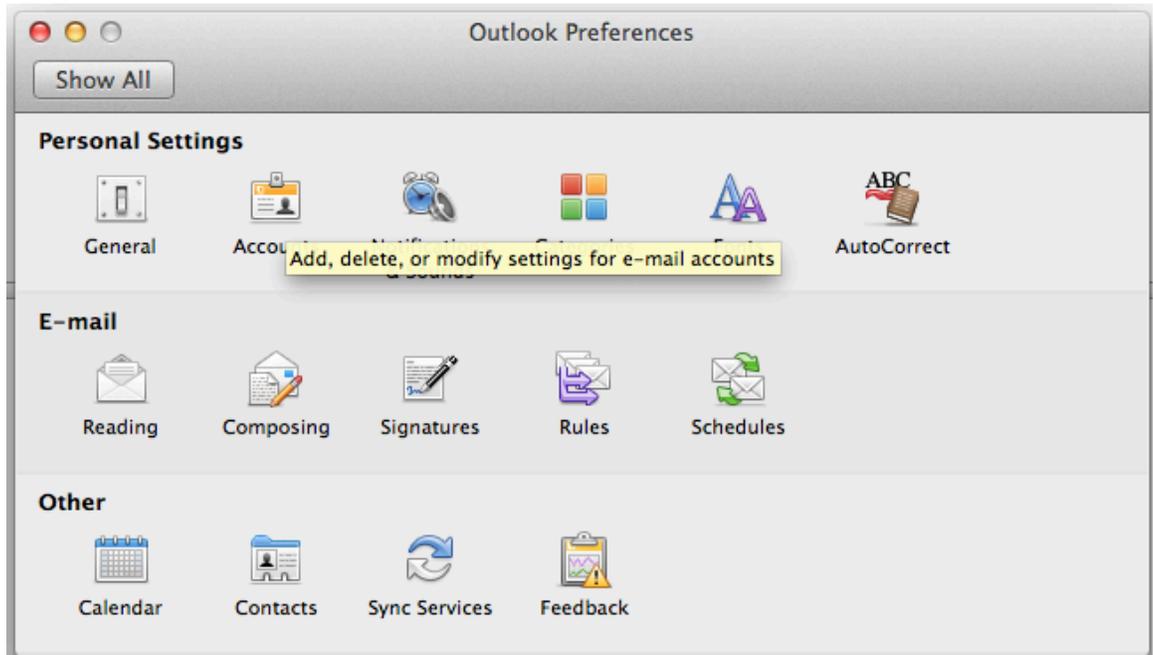
The following instruction set will remove your Zimbra mailbox from Outlook 2011 and add your Exchange account. If you have iCal configured to connect to your Zimbra calendar, you may want to delete that connection as well. Outlook 2011 has its own Calendaring app, and you may receive multiple notifications for the same appointment if both applications are set up for calendaring.

Please note that most settings such as message rules, mailbox permissions, and other customizations do not migrate between Zimbra and Exchange and may have to be recreated once you connect to your new mailbox. It is advised that you record any settings that you would like to retain before proceeding so they can be replicated.

1. Open Outlook for Mac 2011, From the Outlook Menu, Choose Preferences



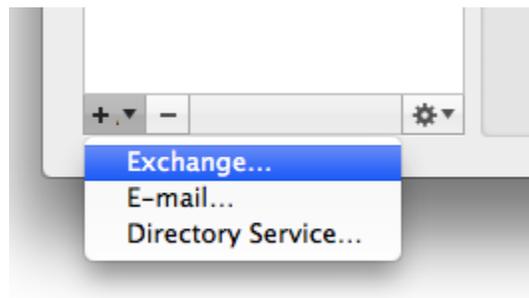
2. From the Preferences window, choose “Accounts”



3. Highlight your Zimbra account and click the “-” button. When asked to confirm the deletion, click “Delete”



4. Click the “+” sign to create a new Account and choose “Exchange...”



5. Enter your account information. This will be your ANL domain account and password information (i.e. the account you use to access the Inside Argonne Portal). Your email address should be your @anl.gov alias. Child domain addresses such as user@zimbra.anl.gov, user@mcs.anl.gov, or user@aps.anl.gov should not be used. Click “Add Account” when complete.

Enter your Exchange account information.

E-mail address:

Authentication

Method:

User name:

Password:

Configure automatically

6. If prompted to accept a redirection from Autodiscover.anl.gov, check the “always use my response for this server” checkbox, and click “Allow”

Outlook was redirected to the server autodiscover.anl.gov to get new settings for your account youremail@anl.gov. Do you want to allow this server to configure your settings?

<https://autodiscover.anl.gov/>

Click Allow only if you fully trust the source, or if your Exchange administrator instructs you to.

Always use my response for this server

7. Allow Outlook time to synchronize with your Exchange account. This can be between several minutes and several hours, depending on the size of your mailbox. You can continue to work in your mailbox while synchronization is occurring.